



Enrolment Process and Checklist for New Families

Thank you for considering
Edmonton Christian Schools!

Please read and follow this checklist carefully.

1. Enrolment Boundaries and Limits:

Edmonton Christian Schools (ECS) wishes to enroll all new families who sincerely desire Christian education for their children. In order to best accommodate all families we have **Enrolment Boundaries** and **Optimal Enrolment Limits** in place. *The term “new family” applies to families that did not have a child registered in ECS (grades K-12) in 2017-18.*

Enrolment Boundary:

- **Edmonton Christian Northeast School (ECNE):**

New families wishing to register their children at ECNE must reside east of 82nd street. This boundary encompasses areas outside of the City of Edmonton such as Sherwood Park, Gibbons, Fort Saskatchewan, Bon Accord and CFB Edmonton/Lancaster Park. This boundary will be enforced due to overcrowded schools in the north-east part of Edmonton.

- **Optimal Enrolment Limits:**

- If the number of new student applications exceeds the number of available spaces at West School, Northeast School or the High School, new students will be chosen by a random selection conducted by Edmonton Public Schools on April 25.
- **Only applicants who have submitted all documents and fees listed in Section 3 below, and who have attended the information session described in Section 4 may participate in a random selection.**
- After April 25, new students may be enrolled on a first come-first served basis only in grades which have space and were not part of the random selection process.

- * **Students are enrolled in the following priority order:**

1. Students who attended Edmonton Christian Schools (grades K-12) in 2017-18;
2. Siblings of students who attended ECS in 2017-18;
3. New students who live within the enrolment boundary of their preferred school;
4. New students who live outside of the enrolment boundary of their preferred school.



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2. **Priority Deadline:** April 16, 2018: 4:00 p.m.



- Because of the enrolment limits described above, the deadline of *Monday, April 16, 2018 at 4:00 p.m.* will be enforced. Applications for Enrolment, including all supporting documents and the \$25 application fee, must have arrived at one of our schools by that date and time. **See checklist below for required paperwork and documentation.**
- Following this deadline, admissions will be determined on a first come-first served basis only for grades for which there was no random selection. Grades for which a random selection was conducted are deemed full; no more students will be admitted to those grades.
- In all cases families will be informed of admission decisions in a timely manner.

3. **Required Paperwork and Fees Checklist:**

- ☒ Application for Enrolment in Edmonton Christian Schools Form (1 per **family**), including Student Information Sheet. This Application may also be submitted online at www.edmchristian.org.
- ☒ Edmonton Public Schools Student Registration Form (1 per **student**) or notice on Schoolzone if enrolled at another Edmonton Public School in 2017-18;
- ☒ Partnership Agreement signed by all parents and students;
- ☒ Copies of most recent Report Cards/Progress reports for each student;
- ☒ Copies of Birth Certificates or citizenship documents for each student;
- ☒ Signed Summary Statement of Faith – optional;
- ☒ \$25 non-refundable application fee (cheques payable to ESCE).

4. **Participate in a mandatory information session:**

Parents must attend an information session at their preferred school to discuss the Christian program and answer any remaining questions. Only families who have attended an information session are considered for admission. We will contact you by email to schedule this session.

**Please contact the Society Office
if you have any questions about the enrolment process:**

**780-476-6281
societyoffice@edmchristian.net**